



TOWN OF ISLIP DEPARTMENT OF PLANNING AND DEVELOPMENT
Building Division

Permits.....224-5466, 69
Records/Inspections.....224-5470
Plans Examiners.....224-5467, 68

ONE MANITTON COURT ISLIP, NEW YORK 11751 Phone (631) 224-5464 Fax (631) 224-5462
Phil Nolan, Supervisor

**COMMERCIAL/INDUSTRIAL REQUIREMENTS FOR AN
ADDITION OR ACCESSORY BUILDING PERMITS**

- Certificate of Occupancy for main building
- Filing Fee
- Building permit application completely filled out with property owner's signature notarized
- 4 sets of building plans drawn to scale on paper no larger than 24" x 36". The plans must include the following: mechanicals, plumbing, seal and signature of NYS licensed architect or engineer (on 3 or 4 of the plans) and his/her mailing address and phone number.
- Letter of Use - if this is a multitenanted building, the letter must state us of all tenants.
- Current as built floor plan of entire building done to scale: include dimensions of building and bar scale in no case should be larger than 11" x 17".
- Board of Health approval (phone 852-5700).
- 4 copies of an up to date site plan showing parking conditions
- Site plan approval or a letter from the Planning Department

ADDITIONAL ITEMS THAT MAY BE REQUIRED:

Board of Appeals approval (phone 224-5489)
Town of Board approval (phone 224-5450)
NYS Department of Transportation (DOT) permit.
Suffolk County Department of Public Works approval.